City of Kingston
Report to Heritage Kingston
Report Number HK-20-018

To: Chair and Members of Heritage Kingston
From: Paige Agnew, Commissioner, Community Services
Resource Staff: Same as above
Date of Meeting: March 18, 2020
Subject: Application for Heritage Permit under the *Ontario Heritage Act*
Address: 28 Maitland Street (P18-1010)
File Number: P18-009-2020

Council Strategic Plan Alignment:

Theme: Corporate business
Goal: See above

Executive Summary:

The subject property is located on the southwest side of Maitland Street. The property includes a circa 1904-08 building that was designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District.

An application for alteration under Section 42 of the *Ontario Heritage Act* (File Number P18-009-2020) has been submitted to gain approval to: replace all of the windows with metal/fiberglass clad windows; replace all siding with stucco-like EIFS; replace roofing with standing seem metal; install new doors on south elevation; enlarge three windows on east elevation; install fire shutters on south and west elevations; replace all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and install A/C condenser units on the west side of roof pitch.

The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.
March 18, 2020

The application was deemed complete on February 14, 2020. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on May 14, 2020.

Upon review of all the submitted materials, as well as applicable policies and legislation, staff recommend approval of the proposed scope of work, subject to the conditions outlined herein.

**Recommendation:**

*That* Heritage Kingston supports Council's approval of the following:

**That** alterations to the property at 28 Maitland Street, be approved in accordance with the details described in the application (File Number P18-009-2020), which was deemed complete on February 14, 2020, with said alterations to include the following:

1. Replace all of the windows, with the exception of two sash windows on the west elevation, which are to be restored and retained;
2. Replace all siding with EIFS siding;
3. Replace roofing with standing seam profile metal roofing;
4. Replace rain gear with metal rain gear to match the roofing;
5. Install air conditioning condenser units on the rear (west side) of roof pitch;
6. South Elevation:
   a. Enlarge and create new door openings and install two sets of glazed double-doors;
   b. Replace the current front door with a glazed door and side light;
   c. Install fire shutters over the ground floor openings; and
   d. Install two small projecting cornices over the door openings at the east end;
7. East Elevation:
   a. Lower the sill on two ground floor window openings and the central dormer window opening and install French doors and a new window; and
8. West Elevation:
   a. Construct an approximately 4 metre by 4.6 metre inset roof deck with two window walls, a glazed door and a metal railing;
   b. Install three new glazed French doors, with fire shutters above, in the former carriage door opening;
   c. Replace the door on the north end with a new glazed door; and
   d. Lower the sill of a second floor window opening and install a new glazed door with French balcony; and

*That* the approval of the additions/alterations be subject to the following conditions:

1. The proposed works shall be undertaken in accordance with the Old Sydenham Heritage Area Heritage Conservation District Plan;
2. *All Planning Act* applications, as necessary, shall be completed;
3. A Building Permit shall be obtained, as required;
4. Drawings and specifications submitted as part of the Building Permit process be provided to Heritage Planning staff for review to ensure consistency with the Heritage Permit and the Old Sydenham Heritage Area Heritage Conservation District Plan;
5. All window and door works shall be completed in accordance with the City’s Policy on Window Renovation in Heritage Buildings, with particular attention to retaining and restoring the two sash Period Windows and transom on west elevation;
6. All windows facing Maitland Street (east elevation) shall be clad in metal with muntins applied to the exterior of the glass;
7. All works that interface with the masonry shall be completed in accordance with the City’s Policy on Masonry Restoration on Heritage Buildings;
8. Details related to the colour(s) of the rain gear, trim, windows and roofing shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure it complements the heritage character and attributes of the District; and
9. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Planning Services for review and approval.
Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER
Paige Agnew, Commissioner,
Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Commissioner, Business, Environment & Projects   Not required
Brad Joyce, Acting Commissioner, Corporate Services                Not required
Jim Keech, President & CEO, Utilities Kingston                    Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer         Not required
Sheila Kidd, Commissioner, Transportation & Public Works          Not required
Options/Discussion:

Description of the Application
The subject property is located on the southwest side of Maitland Street (Exhibit A – Context Map and Photographs). The property includes a one-and-a-half-story brick and stone building, clad in rough cast and siding, built circa 1904-08. The property was designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District (Exhibit B – Property Inventory Evaluation – 28 Maitland Street).

An application for alteration under Section 42 of the *Ontario Heritage Act* (File Number P18-009-2020) has been submitted to gain approval to undertake a number of renovations and repairs in order to facilitate the conversion of the building from a six unit residence to a two unit dwelling.

Specifically, the application is requesting approval to:

1. Replace all of the windows with metal/fiberglass clad casement or fixed windows, with the exception of two sash windows on the west elevation that are to be restored and retained;
2. Replace all of the aluminum siding with stucco-like Exterior Insulation Finishing System (EIFS) siding;
3. Replace imitation slate roofing with standing seem profile metal roofing;
4. Replace all rain gear with new metal rain gear to match the roofing;
5. Install air conditioning condensers units on the rear (west side) of roof pitch;
6. South Elevation:
   a. Enlarge an existing window opening (east end) and create a new door opening (west end) to accommodate the installation of two sets of glazed double-doors;
   b. Replace the current front door with a glazed door and side light;
   c. Install fire shutters over all of the ground floor window openings and the new west-end door opening; and
   d. Install small projecting cornices over the door openings at the east end;
7. East Elevation:
   a. Lower the sill of the two ground floor window openings in order to accommodate the installation of glazed French/Terrace doors; and
   b. Lower the sill of the central dormer window in order to match the adjacent window opening and install a new window;
8. West Elevation:
   a. Construct an approximately 4 metre by 4.6 metre (13.5 foot by 15 foot) inset roof deck with two window walls, a glazed door and a metal railing;
   b. Remove infill window and install three new glazed French doors, with fire shutters above, in the former carriage door opening on the ground floor;
   c. Replace the door and transom on the north end with a new glazed door and window; and
   d. Lower the sill of a second floor window opening and install a new glazed door with French balcony.
An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Limited are included as part of the submission (Exhibit C – Concept Plans, prepared by Shoalts & Zaback Architects Limited).

All submission materials are available online through the Development and Services Hub (DASH) at the following link, [DASH](#), using “Look-up a Specific Address”. If there are multiple addresses, search one address at a time, or submission materials may also be found by searching the file number.

This application was deemed complete on February 14, 2020. The Ontario Heritage Act provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on May 14, 2020.

**Reasons for Designation**

28 Maitland Street is designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District (HCD) through By-Law Number 2015-67. The Old Sydenham HCD Plan Property Inventory Evaluation form identifies the property as 'contributing' to the Old Sydenham HCD by way of its low massing, mansard roof, rectangular openings and its 2-tiered façade. The Inventory Evaluation is attached hereto as Exhibit B.

The Inventory Evaluation notes that the building was built circa 1904-08, however physical evidence within the building suggest that portion of the current structure (rear wall) may be from an earlier limestone outbuilding that once served the dwelling at 5 Emily Street.

**Cultural Heritage Analysis**

While 28 Maitland Street is not rated as a “significant” building by the Old Sydenham HCD Property Inventory Evaluation, it is still considered a “contributing” building to the heritage character of the HCD and thereby considered a “heritage building” for the purposes of the HCD Plan’s policies and guidelines.

The proposed works are required to be undertaken in accordance with the Old Sydenham Heritage Area Heritage Conservation District (HCD) Plan. Other applicable bylaws, policy and guidance (including Parks Canada’s ‘Standards and Guidelines for the Conservation of Historic Places in Canada’) should also be considered and followed in order to ensure that the new structure complements and enhances the District.

Staff visited the subject property on February 12, 2020. This application proposes to undertake a number of restoration, repairs and renovations to the existing building in order to change its current six residential unit arrangement to a two unit semi-detached dwelling, separated by a common party wall (Exhibit C – Concept Plans, prepared by Shoalts & Zaback Architects Limited). The assessment of this application is summarized below through references to the relevant sections of the Old Sydenham Heritage Area HCD Plan.

**Section 2 (Statement of Objectives)**
Section 2.2 provides a Statement of Cultural Heritage Value or Interest for the entire district. This statement includes a value statement as well as a list of heritage attributes, which are
those physical components of the District that express its cultural heritage value. Additionally, Section 2.3 of the Plan provides a description of the sub-areas and their heritage attributes. This proposal is located in the ‘King Street Corridor’ sub-area and its attributes are described in Section 2.3.1. The ‘King Street Corridor Sub-Area’ is identified in the HCD Plan and described as “a ceremonial entrance to the downtown lined with ornamental planting and major buildings, and with an alignment that echoes the curve of the shoreline” (Section 2.3.1).

The list of heritage attributes in the HCD (section 2.2) and those of the ‘King Street Corridor’ sub-area (section 2.3.1) include the “varied ages, styles and types of buildings, with both vernacular and architect-designed examples of over two centuries of architectural styles;” and the “views of the lake down each cross street”. The subject property contributes to both of the attributes noted above, making it a culturally important part of the District.

Section 2.5 (Designation Goals and Objectives) speaks to the goals and objectives for the District as a whole, Heritage Buildings, Landscapes and Streetscapes, and Land Use. The application supports the goals as presented in the District Plan, specifically in relation to the goals for Heritage Buildings (2.5.2), which states: “retaining and conserving heritage buildings;” and “fostering continuing use of heritage buildings”.

Lastly, this proposal complies with the policies for the District and Heritage Buildings as outlined in Sections 2.6.1 and 2.6.2. The proposal will maintain the distinct heritage character of Old Sydenham and that the proposed alterations in this application are designed and will be undertaken in accordance with the policies and guidelines of the District Plan.

Section 4
Section 4 of the Old Sydenham HCD Plan establishes a policy framework for the consideration of “Building Conservation”. The proposal has been considered against the following policies and is summarized below.

Subsection 4.3 provides specific guidelines related to the “Conservation of Heritage Buildings”. The conservation of roofs is noted in section 4.3.1. and directs that where existing roofing materials differ from the original that new materials should match the original. The current roofing is an imitation slate, reportedly made of a composite material. Section 4.3.1 directs one to avoid covering over original soffits, fascia or replacing original eaves and downspouts with modern material(s). No original rain gear remains on the building.

Given limited historical information on this building, it is not known what type of roofing or rain gear would have originally been used. It is possible that a cedar or metal roofing, or even asphalt was used. The applicants are proposing standing seam profile metal roofing in a light grey colour with matching rain gear.

Section 4.3.2 provides direction on the conservation of Exterior Walls. Portions of this building are exposed limestone, brick (both exposed and covered with rough cast (stucco)) and aluminum siding. This section recommends that non-heritage cladding, such as aluminium siding, should be removed. The applicants have removed the aluminum siding and exposed and investigated the condition of the brick in multiple areas around the building. It appears that the
brick has been concealed by rough cast (stucco) and siding for many years. According to the applicant, reconditioning the brick is cost prohibitive. While it would be desirable to expose all of the original brick, it is unclear how long the bricks have been concealed. The removal of the inappropriate siding and the repair of the stucco will have a positive impact on the heritage character of the District. The limestone on the rear (western) wall is to be retained and left uncovered.

Section 4.3.2 includes a specific subsection related to stucco and notes to “Avoid the use of External Insulation Finish System (EIFS) that change the thickness and profile of existing assemblies, impact adjoining details and trim work and obscuring architectural details.” It should be noted that the subject dwelling is covered in various forms of stucco, including EIFS on the north wall, and patched with concrete in a number of locations. There are no architectural details or trim work that would be concealed by the EIFS siding and given that all the windows and doors on the publically-visible façade will be replaced, and given the large setback from the street, it is unlikely that one would notice any change to the thickness of the building’s existing profile. Staff have no objection to the use of EIFS in this particular situation.

Section 4.3.5 includes specific policies related to historic window and door conservation. It notes that “original windows that suit the heritage character of the building should be maintained and repaired rather than replaced.” The vast majority of the windows and doors on the subject building are replacement units from various eras. The only period appropriate (possibly original) windows appear to be two sash windows on the rear (west side) of the dwelling. As identified on the plans submitted (Exhibit C) they are to be retained and restored. During the recent site visit, it was noted by staff and members of Heritage Kingston that the transom window over the door on the west elevation also appeared to be original. A condition of approval has been included to direct the owner to retain and restore this transom window, in accordance with the City’s Policy on Window Renovation in Heritage Buildings.

Sections 4.3.7 and 4.3.8, which speak to utilities and mechanical systems for heritage buildings, note that air conditioning units should be located away from the street façade, so they are not visible from the street. Given the placement of the dwelling abutting the north lot line and in close proximity to both its south and west lot lines, would result in having to place any ground-mounted air conditioning units in the front yard and visible from the street. As a result, the applicants have proposed the placement of these units on the rear pitch of the roof. They should not be visible from the public realm, and thereby meet the intent of this clause.

Section 5
Section 5 of the Old Sydenham HCD Plan establishes a policy framework for the consideration of “Building Alterations and Additions”. The proposal has been considered against the following policies and is summarized below.

Section 5.2.1 directs one to learn as much as possible about the original building and craft alteration plans to respect the heritage character of the building, and to retain and reuse as much of the original materials as possible, including windows and doors.
Section 5.3 provides guidelines and policies related to “Alterations to Heritage Buildings”. Subsection 5.3.1 provides guidance specifically when altering roofs. The policy notes “roof profile visible from the street should remain unaltered.” As the proposed inset roof deck is located on the rear slope of the roof, it will not be visible for the street. This section also notes that “replacement roofing materials should be compatible with the age and architectural style of the specific property.” As noted above, it is staff’s opinion that metal roofing is appropriate for the style and era of this building.

Section 5.3.2 provides direction on window alterations on heritage buildings. It references the City’s Window Policy and section 4.3.5 as noted above. Further, it states “do not alter the location, size, and shape of existing windows facing or visible from the street.” On the front (east) elevation the applicant is proposing to alter the length of three of the windows; two ground floor and one dormer window. The purpose of this policy is to protect against the past practice of taking small historic window openings and enlarging them to suit large modern period-inappropriate windows. Further, window openings, particularly those on the front/primary façade, are important heritage attributes to the District, and any alteration to their original form can have a significant impact on the character of the streetscape.

With regard to the subject application, the height and placement of the window openings is not proposed to change; and while they are on the front façade of the building they are setback over 20 metres from the sidewalk and public realm. On close inspection one may be able to notice the change in the window size; however the rectangular shape of the windows as noted in the Property Inventory (Exhibit B) and the variety of sized window openings will be retained. The current building includes a collection of openings of varying sizes in a variety of locations, most of which do not align from one floor to the next and are not spaced evenly. Given the above, the lengthening of these three particular windows will not impact the heritage attributes of the district or character of the building/property.

The proposed new door opening on the south elevation and the proposed alterations to the window openings on the south and west elevations will not be visible from the street and thereby conforms to the policies of this section. Any work that interfaces with the masonry of the building will be required to conform to the City’s Policy on Masonry Renovation in Heritage Buildings.

Section 5.3.2 provides further that windows should be clad in metal, with any muntins to be located on the exterior of the glass. The proposed windows are to be metal clad units with a multi-pane appearance. Conditions of approval have been included requiring compliance with both the City’s Window Policy and the Old Sydenham HCD Plan, and to require a metal, not fibreglass, cladding on the windows and that muntins be applied to the exterior of the glass.

Section 5.3.2 notes that one should “avoid replacing hung sash windows with casement or other windows.” While this policy direction is desirable for 19th century buildings with original sash windows, the subject building includes a mix of sash, fixed and casement windows from a variety of eras. The applicant proposes to unify the appearance of the building by installing all new multi-pane casement windows in a grey tone that matches the roofing and complements the grey-green tone of the new siding. Given the eclectic mix of architectural styles represented by this building, the use of either sash or casement windows would be appropriate.
Conclusion
The proposal conforms to the intent, goals and policies of the HCD Plan and will uphold the heritage conservation objectives set out within the City of Kingston’s Official Plan, the Ministry of Heritage, Sports, Tourism and Culture Industries’ Eight Guiding Principles in the Conservation of Built Heritage Properties, and Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada. Broadly, the application will:

- Achieve the goal of Section 7.0 - (City of Kingston Official Plan): Conserve and enhance built heritage resources within the city so that they may be accessed, experienced and appreciated by all residents and visitors, and retained in an appropriate manner and setting, as a valued public trust held for future generations.
- Achieve Principle Number 7 – Legibility (Eight Guiding Principles in the Conservation of Built Heritage Properties, Ministry of Heritage, Sport, Tourism and Culture Industries): New work should be distinguishable from old.
- Achieve Standards 2, 4 and 9 - (Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada): Conserve changes to an historic place that over time, have become character-defining elements in their own right. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection.

Previous Approvals
None

Comments from Departments and Agencies
This application was circulated to a number of internal departments, who provided the following comments:

Building: A Building Permit will be required for the proposed construction. Portions of the wall along the new property line will be required to be fire rated and constructed in conformance with OBC 9.10.15. Confirmation if the existing windows open over the property line and details related to the fire rated doors and windows are to be provided at Building Permit application.

Forestry: We strongly encourage the applicant to enlist the services of a consulting certified arborist to provide specific direction/details regarding any proposed root excavation and aftercare prescriptions to assist in maintaining the health of the existing tree.

Kingston Hydro: A service request is required if additional metering or a service upgrade is needed.

Land Use Planning: The subject property is designated "Residential" in the City of Kingston Official Plan. It is zoned the Residential A Zone in Zoning By-law Number 3077. A minor variance application will be required in order to address a number of non-complying provisions, including setback and parking requirements.
Utilities Kingston: Utilities Kingston has no concerns with the Heritage Permit for this property. When/if the property is severed, Utilities Kingston will require it to comply with the City of Kingston Water and Sewer By-Laws requiring a single non-encroaching water and sanitary service per lot.

Consultation with Heritage Kingston
Heritage Kingston was consulted on this application through the Development and Services Hub (DASH) system. The Committee’s comments have been compiled and attached as Exhibit D. Responding members primarily noted support for the proposed alterations. Two of the committee members noted their support for leaving the rear (west) stone wall uncovered and to retain, what appear to be, an original door opening with transom and sash window at the north end of the west-facing wall. All comments were provided to the applicant for consideration.

Existing Policy/By-Law:
Standards and Guidelines for the Conservation of Historic Places in Canada (Parks Canada)
City of Kingston Official Plan
Old Sydenham Heritage Area Heritage Conservation District Plan

Notice Provisions:
Pursuant to Section 42(3) of the Ontario Heritage Act (OHA), notice of receipt of a complete application has been served on the applicant.

Accessibility Considerations:
None

Financial Considerations:
None

Contacts:
Andrea Gummo, Acting Manager, Policy Planning 613-546-4291 extension 3256
Ryan Leary, Senior Planner, Heritage 613-546-4291 extension 3233

Other City of Kingston Staff Consulted:
The application was circulated to a number of internal departments for review and all comments have been incorporated.

Exhibits Attached:
Exhibit A       Context Map & Photographs
March 18, 2020

Page 12 of 12

Exhibit B  Property Inventory Evaluation – 28 Maitland Street
Exhibit C  Concept Plans, Prepared by Shoalts & Zaback Architects Limited
Exhibit D  Correspondence Received from Heritage Kingston
Exhibit E  Final Comments from Heritage Kingston
Current View – southern wall
Current View – western wall
28 MAITLAND STREET

Built: 1904-08

Rating: C

A brick building with this footprint first appears in the 1908 fire insurance map. It is not present on the 1892 fire insurance map, updated in 1904. It has since been clad with clapboard-style siding, but its mansard roof is original. The building is set-back from Maitland Street, but is readily visible from the car park north of 16 Maitland Street.

This structure's low massing, mansard roof, its rectangular openings, and 2-tiered façade contribute to the heritage character of this area.
The Proposed renovations to 28 Maitland will combine the existing 6 residential units into two residential units.

Changes to the exterior of the building include:

- Replacement of all the existing windows with new aluminum or fiberglass-clad frames and sashes which are consistent in style and colour.
- Existing aluminum siding to be removed on East and South elevations.
- Replacement of the existing remaining cement stucco coating with a new insulated stucco cladding system (EIFS) to match the more recent stucco cladding system found on the North Elevation. Stucco cladding will have integral drainage channels built into the system to avoid damage to structure.
- Replacement of the plastic composite simulated slate roof with a new standing seam prefinished metal roof.
- Re-cladding of all the dormers with prefinished metal that is consistent with the new metal roof.
- New entrance to be made in South elevation for access to unit 28B.
- Two windows on East Elevation to be lowered to allow for installation of terrace doors.
- Fire shutters to be installed on South and West Elevations at new and existing windows as per O.B.C. requirements.
- Existing aluminum Fascia, gutters and downspouts to be replaced with prefinished metal components to complement metal roof and dormer elements.
- New roof deck will be inserted into existing roof structure on West side of building.
- Painted steel railing and guard elements will be incorporated into West Side roof deck.
- Historic stable door opening to be reinstated on West Elevation for installation of new terrace door.
- Air conditioning/heat pump units will be located on West side of property so as to be not visible from Maitland Street.
Over the course of its transformation from a stable/outbuilding to a multi-unit residential structure, 28 Maitland has undergone a number of renovations and modifications and this has resulted in a fenestration pattern which is random in rhythm, scale, type and construction. The location and size of windows has been determined not by a sense of style or symmetry but by the specific layout and function of the many rooms within.

It is our opinion that the proposed renovations are in keeping with the ongoing transformation of this structure and it is our belief that these changes will not affect the properties heritage attributes. The materials which will be used in this renovation will not detract from the heritage characteristics of the conservation district.

We met and reviewed this application with Ryan Leary, Senior Heritage Planner, on the 18th December, 2019.

Transcribed from application – January 29, 2020
19 February, 2020

City of Kingston, Planning Services  
1211 John Counter Blvd.  
Kingston, ON  
K7K 6C7  

Attn: Ryan Leary, Senior Planner, Heritage

Mathers Residence  
28 Maitland Street  
Kingston, ON  

Project No. 19107

Re: Heritage Permit Application Comments  
Heritage Permit No: P18-009-2020

Dear Mr. Leary,

We are writing this letter in response to the Planning Department’s comments provided on the 14th and 19th of February, 2020 in regards to the Heritage Permit Application submitted for 28 Maitland Street.

Please see our responses to your comments listed below:

Q1. I note that we do not appear to have a letter of authorization from the owners appointing you as agents for this (heritage application); please e-mail or upload this at your earliest convenience.  
A1. A signed Agent of Record Letter has been uploaded today to the City’s DASH website.

Q2. Kingston Hydro: A service request is required if additional metering or a service upgrade is needed. Service request can be completed online.  
A2. Noted thank you, a service request will be made once the severance is granted.

Q3. Utilities Kingston: Utilities Kingston has no concerns with the Heritage Permit for this property. When/if the property is severed, Utilities Kingston will require it to comply with the City of Kingston Water and Sewer By-Laws requiring a single non-encroaching water and sanitary service per lot.  
A3. Noted, upon approval of severance Utilities Kingston will be contacted.

Q4. Forestry: Strongly encourage the applicant to enlist the services of a consulting certified arborist to provide specific direction/details regarding any proposed root excavation and aftercare prescriptions to assist in maintaining the health of the existing tree.  
A4. Noted thank you, special consideration will be undertaken.

Q5. Building: A building permit will be required for the proposed construction.  
A5. Agreed, work is proceeding in preparing a building permit application.

Q6. Building: Portions of the wall along the new property line will be required to be fire-rated and constructed in conformance with OBC 9.10.15.  
A6. Drawings noting extent of fire-rated openings complying with OBC section 9.10.15. will be included as part of the building permit application.
Q7. Confirm if existing windows open over the property line.
A7. Existing windows located on the north elevation, which lies on the property line, will be replaced with new in-swinging casements or hoppers.

Q8. Details of fire-rated doors and windows to be provided at permit application.
A8. Agreed, building permit application drawings will include these details.

Q9. Planning: The subject property is designated “Residential” in the City of Kingston Official Plan. It is zoned the Residential A Zone in Zoning By-Law Number 3077. A minor variance application will be required in order to address a number of non-complying provisions, including setback and parking requirements.
A9. Noted, a planner has been retained and a Minor Variance application will be made once the Severance is approved.

Q10. Have the clients decided on a colour palette for the roofing, siding, railings and window trim?
A10. Yes, the selections are as follows:
    - Roofing: Light pewter (warm light grey)
    - Siding: Stucco to match existing north elevation (light green-grey)
    - Railings: Oiled steel
    - Windows: To match new roof colour

Q11. Would “Terrace doors” be the same as French doors? Do they slide or open outward?
A11. Yes, the two sets of french doors located on the east elevation will swing out.

Yours truly,

Adam Jerebic

c.c. James and Anne Mathers, Owners
## Heritage Kingston

### Summary of Input from the Technical Review Process

**P18-009-2020**

<table>
<thead>
<tr>
<th>Heritage Kingston Members</th>
<th>Comments Enclosed</th>
<th>No Comments Provided</th>
<th>No Response Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Peter Gower</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councilor Bridget Doherty</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Councilor Gary Oosterhof</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Jane McFarlane</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donald Taylor</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Demitor</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Matthew McCartney</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Zoe Harris</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>William Hineman</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeremy St-Onge</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moya Dumville</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:

I am pleased to see a smaller, perhaps less architecturally important building being given such care. The main consideration is that it does not become intrusive in this heritage area.
Date: February 6, 2020
Form: Heritage Kingston Reviewer Form
Reviewer Name: Jeremy St-Onge
Application Type: Alteration and/or repair
File Number: P18-009-2020
Property Address: 28 MAITLAND ST

Description of Proposal:

The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:

Lots of work being done here. My hope is that the new features will provide a uniform, cohesive look that blends with the rest of the neighbourhood.
Date: February 7, 2020
Form: Heritage Kingston Reviewer Form
Reviewer Name: Moya Dumville
Application Type: Alteration and/or repair
File Number: P18-009-2020
Property Address: 28 MAITLAND ST

Description of Proposal:

The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:

This all seems reasonable. No comments or recommendations.
Date: February 12, 2020
Form: Heritage Kingston Reviewer Form
Reviewer Name: Don Taylor
Application Type: Alterations and/or repairs
File Number: P18-009-2020
Property Address: 284 MAITLAND ST

Description of Proposal:

The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:

The site visit was very helpful, and the renovation plans are commendable. It is important that the rear stone wall be left uncovered, and the 6/6 window and the doorway with transom at the northerly end, presumably original, be retained. The profile and colour of the siding is important and should be clearly specified before approval of the application.
Exhibit D
Report Number HK-20-018

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca
TTY: Dial 613-546-4889

Date: February 12, 2020
Form: Heritage Kingston Reviewer Form
Reviewer Name: Jane McFarlane
Application Type: Alteration and/or repair
File Number: P18-009-2020
Property Address: 28 MAITLAND ST

Description of Proposal:
The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:
From the site visit provided and the plans it appears that the rehabilitation/renovation of this building will be sympathetic to the District.

It is important, however, that the applicants are able to retain and keep exposed the remaining limestone exterior wall on the west elevation. In addition, they should retain and/or reuse as many of the original windows and surrounds as possible, particularly the two six over six windows and the transom above the door on this elevation which may possibly be original. They are also encouraged to repurpose other features such as the upstairs west elevation casement windows and fittings as they provide something of a history of the evolution of this building. Given the proximity of this property to its neighbours and the proposed west roof deck, judicious selection of the two roof mounted AC units to ensure that they are as unobtrusive as possible both from a visual size and noise perspective is suggested. The application should include specifics on the roofing colour, width of panel etc. as well as specifics on the window cladding and colour and rain gear and railing colour. A sample of the roofing and EIFS should be provided to ensure that it is compatible and complimentary to the District.
Date: February 26, 2020
Form: Heritage Kingston Reviewer Form
Reviewer Name: William Hineman
Application Type: Alteration and/or repair
File Number: P18-009-2020
Property Address: 28 MAITLAND ST

Description of Proposal:
The subject property is located on the south-west side of Maitland Street. The property includes a c.1904-08 building that was designated under Part V of the Ontario Heritage Act as part of the Old Sydenham Heritage Conservation District. The renovations proposed are intended to facilitate the conversion of the building from a 6 unit residential use to a 2 unit residential use. The alterations include: replacing all of the windows with metal/fiberglass clad sash windows; replacing all siding with stucco-like EIFS; replace roofing with standing seem metal; installation of a new door on south elevation; enlarging two windows on east elevation; installing fire shutters on south and west elevations; replacing all rain gear; construct an inset roof deck with railings on west side; install new glass doors on west elevation; and installing A/C condensers on west side of roof pitch. An overview of the proposal and detailed plans, prepared by Shoalts and Zaback Architects Ltd. are included as part of the submission.

Comments for Consideration on the Application:
This in my opinion is a needed renovation to an existing building.

Recommended Conditions for the Application:
The limestone wall be retained.
Summary of Final Comments at March 18, 2020 Heritage Kingston Meeting

[To be added following the meeting.]